



## Site Name Decision Meeting 1 Agenda and Minutes



Meeting Date:		Time:	
Facilitator:		Recorder:	
Location:			

### Meeting Mission:

This agenda provides information, guidance, and a method for conducting Decision Meeting 1. The primary objective of the meeting is to decide whether the site should proceed with detailed design activities.

1. The STOIC (USMC site) or SM (Navy site) is responsible for scheduling the meeting. The meeting should occur not later than 120-business days prior to start of cutover at the site.
  - For USMC sites, the date of the meeting should be coordinated with the PM NMCI Transition Team.
  - The CCOC should also be invited to attend the meeting via a teleconferencing bridge.
  - If the meeting is not held when scheduled, the EDS RM will determine whether or not to submit an SCR.
2. Meeting representatives include:
  - Government
    - STOIC, CTR, SIL, RCOR (USMC), and Claimant, when appropriate, are required attendees.
    - MCTOIC, RILs, and Command G-6/N6 attend when appropriate.
    - Other attendees may include ROICC, IT/SMEs, PMO Facilities, and Public Works Officer.
  - EDS
    - SM, STM, are required attendees.
    - Account and RM attend when appropriate.
    - Other attendees may include IPM/BNOM, EDS Teaming partners.



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3. This form will be used to document items (Yes/No column) during the meeting and serves as a record of meeting completion to be forwarded to the appropriate PMO for review/retention. Any item not completed or marked *No* will be explained in an attachment to the document. For items marked No, meeting attendees must develop plan of action to resolve problems and reschedule DM (attach POAM to minutes).
4. Within three business days of completion of the meeting, the EDS SM will scan/convert the form to an electronic document, and forward it via e-mail to the appropriate PMO. A copy will also be provided to the EDS NMCI Quality Assurance Manager.

### Distribution and Attendee List

Legend			
• Attendee was present (X)			
• Attendee present via teleconference (T)			



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### Documents on hand

Milestone Description	Complete (Yes/No)	Comments/Agreements
• PSQ for each Claimant/Command		
• Survey, design, and order long-haul circuits		

Input Description	Who Provides for the Meeting	Agreement/Documentation	Completed (Yes/No)
• Site Seat Order	• Navy CTR • USMC STOIC/CTR		
• PSQ Data	• Navy CTR • USMC STOIC/CTR • Customer at Site		
• Diagram of OSP Topology	• Navy CTR • USMC STOIC		
• Diagram of Logical Network Topology	• Navy CTR • USMC STOIC		
• Notification of planned renovation/construction	• Commander, Naval Region Planning Dept. • USMC Building Point of Contacts (POCs) • EDS STM • EDS IPM		
• Joint Site Survey results	• Navy Building POCs • USMC STOIC • EDS STM • EDS IPM		



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<ul style="list-style-type: none"><li>• Space Request Submissions<ul style="list-style-type: none"><li>- (at a minimum, formal Offer letters submitted for all required spaces).</li><li>- Transport Boundaries (TB)</li><li>- Intermediate Distribution Frame (IDF)</li><li>- Main Distribution Frame (MDF)</li><li>- Micro-Server Farm (MSF)</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Commander, Naval Region Planning Deptment</li><li>• Navy PMO Facilities</li><li>• USMC STOIC/MCTOIC</li><li>• EDS IPM</li><li>• EDS Facilities Lead</li></ul>		
<ul style="list-style-type: none"><li>• Proposed Site Transition Schedule activated in Project InVision (PIV)</li></ul>	<ul style="list-style-type: none"><li>• EDS SM/STM</li></ul>		
<ul style="list-style-type: none"><li>• Server and mail migration Plan of Action and Milestones (POAM)</li></ul>	<ul style="list-style-type: none"><li>• EDS SM/STM</li></ul>		
<ul style="list-style-type: none"><li>• Preliminary Rationalized Application List (RAT List) and media submission</li></ul>	<ul style="list-style-type: none"><li>• Navy</li><li>• Application Managers</li><li>• One for each customer at the site</li><li>• USMC STOIC</li></ul>		
<ul style="list-style-type: none"><li>• Diagram/Detail/Bldg As-Built of ISP &amp; Closet Locations (as available)</li></ul>	<ul style="list-style-type: none"><li>• Navy</li><li>• USMC</li><li>• Customer at site responsible for IT infrastructure</li></ul>		
<ul style="list-style-type: none"><li>• WAN circuit plan (as-is and to-be)</li></ul>	<ul style="list-style-type: none"><li>• Navy (as-is)</li><li>• USMC (as-is)</li><li>• EDS BNOM (to-be)</li></ul>		
<ul style="list-style-type: none"><li>• Completed CLIN 29/32 Engineering questionnaire(s) and SOO documents</li></ul>	<ul style="list-style-type: none"><li>• Navy</li><li>• USMC</li><li>• Customer at site (IT manager)</li><li>• EDS SM/STM</li></ul>		



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<ul style="list-style-type: none"><li>List of legacy servers by location and users groups that require access</li></ul>	<ul style="list-style-type: none"><li>Navy (as-is)</li><li>USMC (as-is)</li><li>Customer at site (IT manager)</li><li>EDS SM (Form 403M)</li></ul>		
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### Agenda:

Item Category:      A - Action      C - Complete      D - Decision      N - Note      R - Action rolled over

Nbr.	Topic	A/C/D/N/R	Time Frame	Start Time	Responsible
1	Agenda Review				
2	Baseline Site Transition Schedule validated				
3	High-Level Design				
4	EDS Initiates BOM Orders				
5	Accepted CLIN 29/32 Engineering Requirements documents and SOO documents				
6	Lock down Points				
7	Meeting Wrap-up				

### Annotated Agenda & Minutes:

#### Topic 1. Agenda Review

#### Topic 2. Baseline Site Transition Schedule validated

Purpose:	
Expectation:	
Discussion:	

#### Topic 3. High-Level Design

Purpose:	
Expectation:	
Discussion:	

#### Topic 4. EDS Initiates BOM Orders

Purpose:	
Expectation:	
Discussion:	



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Topic 5. Accepted CLIN 29/32 Engineering Requirements documents and SOO documents	
Purpose:	
Expectation:	
Discussion:	

Topic 6. Lock down Points	
	<ul style="list-style-type: none"><li>CLINS 8, 9, 38 quantities and locations to the building, space, and wall plug, per approved task orders</li></ul>
	<ul style="list-style-type: none"><li>CLIN 1-4 quantity to building/floor per approved task order</li></ul>
	<ul style="list-style-type: none"><li>Space request approvals (TB, IDF, MDF, MSF) agreed to via formal Offer and Acceptance letters.</li></ul>
	<ul style="list-style-type: none"><li>Identification of Legacy servers which may require reach-back</li></ul>
	<ul style="list-style-type: none"><li>Classified space designation (RAA, LAA, CAA, OSS)</li></ul>

### Future Decision Meeting Schedule

Date	Time	Location	Facilitator/Scribe

### Future Agenda Item(s)

Agenda Item	Planned Date(s)	Priority	Time	Responsible



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### Action Items

#### Open Action Items

AI Nbr.	Create Date	Action Item	Assigned	Target Date

#### Closed Action Items

AI Nbr.	Create Date	Action Item	Assigned	Target Date

### Issues/Decision Log

Nbr.	Open Date	Issue Description / Status	Assigned	Target Date